

## Captive Industrial Landfills Special Instructions

### Solid Waste Information and Assessment (SWIA) Program On-line Instructions

These on-line instructions are designed to assist Captive Industrial facilities with completing reporting Form DEQ 50-25. The items are numbered to correspond to the numbered fields on Form DEQ 50-25.

Log in at: <https://www.deq.virginia.gov/SWIAWebApp/login.jsp>

**Facility login:** Enter the permit number (i.e.: SWP001), permit issue date (i.e., 05/17/1981) and the Pin Number assigned to your facility.

**Items 1 – 4 are automatically populated. Complete items 5-8, 10 and the total amount landfilled in tons or cubic yards. 9A and 9B are not required. Item 11 – Jurisdiction will be “VA - Virginia.”**

**Item 10. Does facility have active scales?** If **“No”** active scales, then enter the total amount of waste landfilled in cubic yards in the box to the right.

10	<b>Does facility have active scales?</b> <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> <b>No</b> <b>Note:</b> facilities with no active scales must enter the total amount landfilled in cubic yards.	Total amount landfilled in cubic yards <b>XXX,XXX</b>
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If **“Yes”** active scales, select “Waste amounts measured in: Tons” just below Row 12. Next, on Row 15 – Industrial Waste, enter in 15(a) Total Amount of Waste Received and 15(d) Landfilled On-Site. The program will automatically populate Row 25 – Total when the form is submitted.

10	<b>Does facility have active scales?</b> <input checked="" type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> No <b>Note:</b> facilities with no active scales must enter the total amount landfilled in cubic yards.	Total amount landfilled in cubic yards
11	Originating Jurisdiction <b>VA - Virginia</b>	11A Statement of Economic Benefits submitted? <input type="checkbox"/> Yes or <input type="checkbox"/> No
12	<b>Facilities landfilling VA incinerator</b> Received from (Permit No., Facility) ▼ (Drop) VA ash amount landfilled Tons	
<b>Waste amounts measured in : <input checked="" type="checkbox"/> Tons or <input type="checkbox"/> Cubic Yards</b>		
13	<b>Waste Type</b> Municipal Solid Waste	<b>Sent Off-Site to be: (f)</b> Recycled Treated, Stored, Disposed
14	<b>Waste Type</b> CDD	<b>Sent Off-Site to be: (f)</b> Recycled Treated, Stored, Disposed
15	<b>Waste Type</b> Industrial Waste	<b>Sent Off-Site to be: (f)</b> Recycled Treated, Stored, Disposed
	<b>Total Amount of Waste Received (a)</b> XXX,XXX	<b>Landfilled On-Site (d)</b> XXX,XXX
	<b>Recycled On-Site (b)</b>	<b>Composted On-site (c)</b>
	<b>Incinerated On-Site (e)</b>	<b>Stored On-Site: (g)</b> Beginning of Reporting Period End of Reporting Period
	<b>Other (h)</b> Mulched Other Than Mulched	

Use the facility comment field to provide additional information. Review information and submit.

Once a SWIA form is submitted successfully on-line, a confirmation e-mail will be sent immediately to the preparer's e-mail address. If an e-mail message is not received from DEQ, please send an e-mail to [swia@deq.virginia.gov](mailto:swia@deq.virginia.gov) stating the facility name and the permit number for immediate assistance.

If you would like to edit or verify the data submitted, you can log back into the SWIA application and view the submitted data. Please maintain a copy for your facility files.